



# CITY OF HOUSTON

Public Works and Engineering  
Department

## Interoffice

Correspondence

To: Anna Russell  
City Secretary

From: Senior Assistant Director  
Engineering Branch  
Engineering and Construction Division

Date: December 15, 2014

Subject: **DELAY OF RECEIPT OF BIDS FOR:**  
84-Inch Water Line Interconnection at East Water  
Purification Plant (EWPP)  
**WBS NO S-000902-0132-4**

Please do not accept bids for the subject project that was scheduled for December 18, 2014. Attached is addendum #2, which was sent out to all prospective bidders that delayed the bid date to January 8, 2015.

If you have any questions, please contact Arthur Morris, P.E. at (832) 395-2317 or Sonny Do, P.E. at (832) 395-2312.

*Ravi Kaleyatodi*  
Ravi Kaleyatodi, P.E., CPM

*Ken ACM VP*  
RK:SD:ACM:VP

H:\design\A-WS-DIV\PROJECTS\SWTP\IS-0900-02-2\IS-000902-0132-3\Addenda\Addendum #2\Delay of Bids.docx

Attachment: Addendum No.2 for subject project

c: Council Member – District E  
Daniel R. Menendez, P.E.  
Mike Pezeskhi, P.E.  
Morris Scott  
J. Timothy Lincoln, P.E.  
File S-000902-0132-4 (3.7)

Document 00911-CSP

NOTICE OF  
ADDENDUM NO. 2

Date of Addendum: 12/15/14

PROJECT NAME: 84-inch Water Line Interconnection at East Water Purification Plant (EWPP)

PROJECT NO: S-000902-0132-4

PROPOSAL DATE: January 8, 2015

FROM: J. Timothy Lincoln, P.E., City Engineer  
City of Houston, Department of Public Works and Engineering  
611 Walker, 15<sup>th</sup> Floor  
Houston, Texas 77002  
Attn: Arthur Morris, P.E., Project Manager

TO: Prospective Proposers

CHANGE IN PROPOSAL DATE

The Proposal Date for this Project has been changed from December 18, 2014 to January 8, 2015.

Time of day and place for submittal of bid remains the same.

The referenced Addendum forms a part of the Request For Proposal Documents and will be incorporated into the Contract documents, as applicable.

Written questions regarding this Addendum may be submitted to the Project Manager following the procedures specified in Document 00200-CSP – Instructions to Proposers. Immediately notify the City Engineer through the named Project Manager upon finding discrepancies or omissions in the Request For Proposal Documents.

DATED: 12/15/14

Ravi Kaleyatodi  
Ravi Kaleyatodi, P.E., CPM  
Senior Assistant Director  
Department of Public Works and  
Engineering

END OF DOCUMENT

Document 00910

ADDENDUM NO. 2

Date of Addendum: \_\_\_\_\_

PROJECT NAME: 84-inch Water Line Interconnection at East Water Purification Plant (EWPP)

PROJECT NO: WBS No. S-000902-0132-4

PROPOSAL DATE: December 18, 2014

FROM: J. Timothy Lincoln, P.E., City Engineer  
City of Houston, Department of Public Works and Engineering  
611 Walker  
Houston, Texas 77002

Attn: Arthur Morris, P.E., Project Manager

TO: Prospective Proposers

This Addendum forms a part of the Proposal Documents and will be incorporated into the Contract documents, as applicable. Insofar as the original Project Manual and Drawings are inconsistent, this Addendum governs.

#### CHANGE IN BID DATE

The Bid Date for this Project has been changed from December 18, 2014 to January 8, 2015.

Time of day and place for submittal of proposal remains the same.

*This Addendum uses the change page method: remove and replace or add pages, or Drawing sheets, as directed in the change instructions below. Change bars ( | ) are provided in the outside margins of pages from the Project Manual to indicate where changes have been made; no change bars are provided in added Sections. Reissued Drawing Sheets show the Addendum number below the title block and changes in the Drawing are noted by a revision mark and enclosed in a revision cloud.*



## CHANGES TO PROJECT MANUAL

### PROPOSAL REQUIREMENTS

1. Addendum No. 1. Delete Item No. 9 and replace with the following Item No. 9:
  9. Steel pipe and dished heads plugs shall be hydrostatically tested at the factory, prior to delivery to project site, to ensure these piping components are capable of withstanding the field test pressure. For dished head test plugs, both sides of the plug shall be tested for compliance with field hydrostatic test pressure for piping. Written certification for compliance with factory hydrostatic testing is typically required for pipe and test plugs.
2. Document 00410-CSP – Proposal Form, Parts A & B. Replace entire Document 00410-CSP with attached Document 00410-CSP dated 12-12-2014.

### SPECIFICATIONS

3. Document 00010-CSP – Table of Contents. Replace entire Document 00010-CSP with attached Document 00010-CSP dated 12-12-2014.
4. Document 00800-CSP – Supplementary Conditions. Replace entire Document 00800-CSP with attached Document 00800-CSP dated 11-01-2014.
5. Document 00820 – Wage Scale and Payroll Requirements for Engineering Construction. Replace entire Document 00820 with attached Document 00820 dated 02-01-2014.
6. Document 00821 – Wage Scale and Payroll Requirements for Building Construction. Replace entire Document 00821 with attached Document 00821 dated 02-01-2014.
7. Document 01110 – Summary of Work. Add the following Item 3 to Paragraph 1.05 CASH ALLOWANCES:
  3. Removal and replacement of underground security cables, conductors, conduits, and pull boxes between STA 44+97 and

STA 45+86. Allow stipulated sum of \$30,000 for the cost to remove and replace/relocate underground security cables, conductors, conduits, and pull boxes. Refer to Paragraph 1.09 L.

8. Document 01110 – Summary of Work. Delete Paragraph 1.09L and replace with the following Paragraph 1.09L:

L. Removal and Replacement of Pull Boxes, Conduits, Conductors and Cables between STA 44+97 and STA 45+86:

1. Work shall be performed by BL Technologies, contact Mr. Vince Nussbaumer, Tel. 832-698-8000, e-mail: [vnussbaumer@blti.com](mailto:vnussbaumer@blti.com).
2. Refer to Appendix D to this Section 01110 for copies of record drawings showing the pull boxes, conduits, conductors and cables at this location.
3. Roadway gate remains open at all times, and gate card reader and gate operator are not in service; however, security camera on pole is in service. Schedule and coordinate temporary shutdown of security camera with EWPP contact personnel. Temporary shutdown of security camera shall not exceed 48 hours unless otherwise approved by Project Manager.
4. Existing Pull Boxes 12A and 12B are square reinforced concrete vaults approximately 4 ft. W x 4 ft. L x 4 ft. D with access manhole frame and cover. Provide replacement pull boxes with matching dimensions and matching access manhole frame and cover. Provide shop drawing submittal for proposed pull boxes and access cover for approval prior to installation.
5. Contractor may salvage existing pull boxes with access manhole frames and covers and re-install at designated locations shown on the Drawings. Re-installation of existing pull boxes is subject to approval by City's Project Manager based on inspection of pull boxes after removal and prior to installation.
6. Costs for removal and replacement of pull boxes, conduits, cables and conductors, including construction of 6-inch steel casing pipe for roadway crossing, shall be included and paid for by the designated cash allowance item.

9. Document 01270S – Measurement and Payment. Delete Paragraph 1.08 I and replace with the following Paragraph 1.08 I:

I. Bid Item No. 25 – NOT USED.

CLARIFICATIONS

10. Provide tunnel casing pipe with grout ports in accordance with Specification Section 02425 (LD) – Tunnel Excavation and Primary Liner for Water Mains, Paragraph 2.05G.

END OF ADDENDUM NO. 2

DATED:

vn  
kem

*Ravi Kaleyatodi*  
Ravi Kaleyatodi, P.E., CPM  
Senior Assistant Director  
Department of Public Works and  
Engineering

END OF DOCUMENT



*12/12/14*  
*William M. Wilshire III*



Document 00410A-CSP

PROPOSAL FORM – PART A

To: **The Honorable Mayor and City Council of the City of Houston**  
**City Hall Annex**  
**900 Bagby Street**  
**Houston, Texas 77002**

Project: 84-inch Water Line Interconnection at East Water Purification Plant (EWPP)

Project No.: WBS No. S-000902-0132-4

Proposer: \_\_\_\_\_  
(Print or type full name of proprietorship, partnership, corporation, or joint venture.)

**1.0 OFFER**

- A. Total Proposal Price:** Having examined the Project location and all matters referred to in Proposal Documents for the Project, we, the undersigned, offer to enter into a Contract to perform the Work for the Total Proposal Price shown on the signature page of this Document
- B. Security Deposit:** Included with the Proposal is a Security Deposit in the amount of 10 percent of the Total Proposal Price subject to terms described in Document 00200 – Instructions to Bidders.
- C. Period for Proposal Acceptance:** This offer is open to acceptance and is irrevocable for 90 days from Proposal Date. That period may be extended by mutual written agreement of the City and Proposer.
- D. Addenda:** All Addenda have been received. Modifications to Proposal Documents have been considered and all related costs are included in the Total Proposal Price.
- E. Proposal Supplements:** The following documents are attached:
- ☒ [X] Security Deposit (as defined in Document 00200-CSP – Instructions to Proposers)
  - ☒ [X] Document 00450-CSP - Proposer's Statement of MWBE/PDBE/DBE/SBE Status
  - ☒ [X] Document 00452 - Contractor's Submission List - Fair Campaign Ordinance Form A
  - ☒ [X] Document 00453-CSP – Proposer's Statement of Residency (not required for AIP funded project)
  - ☒ [X] Document 00454 - Affidavit of Non-interest
  - ☒ [X] Document 00455 - Affidavit of Ownership or Control
  - ☐ [ ] Document 00456 - Proposer's Certificate of Compliance with Buy American Program (required for AIP funded project)
  - ☒ [X] Document 00457 – Conflicts of Interest Questionnaire (CIQ)
  - ☐ [ ] Document 00458 - Proposer's Certificate Regarding Foreign Trade Restriction (required for AIP funded project)
  - ☐ [ ] Document 00459 - Contractor's Statement Regarding Previous Contracts Subject to EEO (required for AIP funded project)
  - ☒ [X] Document 00460 – Pay or Play Acknowledgement Form (POP-1)

00410-A1-CSP

12-12-2014

ADDENDUM NO. 2

- ☒ Document 00470-CSP – Proposer's MWSBE Participation Plan.
- ☐ Document 00471-CSP – Pre-Proposal Good Faith Efforts *(required if the goal in Proposer's MWSBE Participation Plan–Document 00470 is lower than the Goal)*.
- ☐ Document 00472-CSP – Proposer's MWSBE Goal Deviation Request *(required if the goal in Proposer's MWSBE Participation Plan–Document 00470 is lower than the Goal)*.
- ☒ Others as listed: Valid Official letter from OBO with your designation as a City or Local Business (Proposer's Participation Hire Houston First)

**2.0 CONTRACT TIME**

- A.** If offer is accepted, Contractor shall achieve Date of Substantial Completion within 390 days after Date of Commencement of the Work, subject to adjustments of Contract Time as provided in the Contract.



Document 00410B-CSP

PROPOSAL FORM – PART B

**1.0 TOTAL PROPOSAL PRICE HAS BEEN CALCULATED BY PROPOSER, USING THE FOLLOWING COMPONENT PRICES AND PROCESS (PRINT OR TYPE NUMERICAL AMOUNTS):**

**A. STIPULATED PRICE:**

\$N/A

(Total Proposal Price; minus Base Unit Prices, Extra Unit Prices, Cash Allowances and All Alternates, if any)

**B. BASE UNIT PRICE TABLE:**

Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
<b>GENERAL</b>						
1	01502	Mobilization	LS	1	\$200,000.00 <sup>(1)</sup>	\$200,000.00 <sup>(1)</sup>
2	01555	Traffic Control and Regulation	LS	1	\$10,000.00 <sup>(2)</sup>	\$10,000.00 <sup>(2)</sup>
3	01555	Flagmen	LS	1	\$5,000.00 <sup>(2)</sup>	\$ 5,000.00 <sup>(2)</sup>
4	01555	Install Low Profile Concrete Traffic Barriers	LF	1,070		
5	01555	Remove Low Profile Concrete Barriers	LF	1,070		
6	01570	Filter Fabric Fence	LF	7,068		
7	01570	Reinforced Filter Fabric Barrier	LF	220		
8	01570	Storm-Water-Pollution-Prevention Structures	LS	1		
9	01570	Inlet Protection Barrier	LF	192		
10	01570	Inlet Protection Barrier (gravel bags)	LF	32		
11	01575	Stabilized Construction Exit	EA	1		
12	01578	Ground Water Control for Open-Cut Construction	LF	3,882	\$25.00 <sup>(2)</sup>	\$ 97,050.00 <sup>(2)</sup>
13	02233	Clearing and Grubbing	AC	1		

00410B-CSP-B1

12-12-2014

ADDENDUM NO. 2

Proposer's Initials [     ]

84-inch Water Line Interconnection at EWPP  
WBS NO. S-000902-0132-4

PROPOSAL FORM  
PART B

Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
14	02260	Trench Safety System for Trench Excavation	LF	3,882		
15	01270	Re-grade Drainage Ditches/Swales	LF	140		
16	01270	Remove and Store Wire Wall Security Fence	LF	242		
17	01270	Re-install Wire Wall Security Fence	LF	242		
18	01270	Remove and Dispose Chain Link Fence	LF	150		
19	01270	Chain Link Fence	LF	150		
20	02921	Hydromulch Seeding	AC	6		
21	02922	Sodding	SY	235		
22	01270	Remove and Replace Concrete Loop Detector/Sensor Box	LF	56		
23	01270	Remove Abandoned Security System Pole	EA	3		
24	01270	Brace and Support Electrical Box	EA	6		
25		NOT USED.				
26	01270	Remove and Replace Elec./Communication Conduit and Pull Box between STA 52+42 and STA 53+48, Complete in place	LS	1		
WATER						
27	01270	Temporary Support Existing 4-inch to 24-inch Pipeline during Construction	EA	7		
28	01270	Temporary Support Existing 30-inch to 60-inch Pipeline during Construction	EA	3		



84-inch Water Line Interconnection at EWPP  
WBS NO. S-000902-0132-4

PROPOSAL FORM  
PART B

Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
29	01270	Temporary Support Existing Elec./Communication Duct Bank During Construction	EA	2		
30	02082	Water Line Access Manhole	EA	3		
31	01270	Water Line Extra Depth Access Manhole	EA	1		
32	02082	Extra Depth Manhole	VF	21		
33	01270	Remove and Dispose of Existing 84-inch Discharge Pipe	LF	11		
34	02221	Remove and Dispose of Existing Inlets	EA	1		
35	02511	84-inch Diameter Steel Water Line by Open-Cut	LF	3,798		
36	01270	Connection to 84-Inch Header and Modifications to 84-inch Diameter Discharge Pipe	LS	1		
37	01270	Removal of Existing 84-inch Diameter Header Plug	EA	1		
38	02517	84-inch diameter steel water line in tunnel	LF	85		
39	01270	84-inch diameter steel water line in tunnel between STA 31+80.00 to STA 34+65.00	LF	285		
40	01270	30-inch Access Inlet w/ Blind Flange and Gate Valve	EA	3		
41	02522	84-Inch Diameter Butterfly Valve	EA	3		
42	02524	4-inch Diameter Combination Air Valve Assembly	EA	4		
43	01270	Dual 6-inch Diameter Combination Air Valve Assembly, with Manhole	EA	1		
44	01270	Dual 6-inch Diameter Combination Air Valve Assembly above Grade	EA	1		



84-inch Water Line Interconnection at EWPP  
WBS NO. S-000902-0132-4

PROPOSAL FORM  
PART B

Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
45	01270	Reinforced Concrete Thrust Collar (includes thrust rings)	LS	1		
46	16640	Cathodic Protection System	LS	1		
STORM						
Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
47	02221	Remove/Dispose Storm Pipe 12-inch Dia	LF	14		
48	02221	Remove/Dispose Storm Pipe 24-inch Dia	LF	48		
49	02221	Remove/Dispose Inlets all sizes/depths	EA	3		
50	01270	12-inch Diameter RCP Storm Sewer by Open Cut	LF	14		
51	01270	24-inch Diameter RCP Storm Sewer by Open Cut	LF	48		
52	01270	12-inch Diameter Storm Sewer Concrete Collar	EA	1		
53	01270	24-inch Diameter Storm Sewer Concrete Collar	EA	4		
54	02633	Type A Grate Inlet	EA	2		
55	02633	Type BB Inlet	EA	1		
WASTEWATER						
56	02221	Remove and Dispose 4-inch diameter sanitary sewer force main	LF	150		
57	02221	Remove and Dispose 18 inch Sewer Line	LF	70		
58	02532	4-inch Diameter Sanitary Force Main, by open-cut	LF	150		
59	02531	18-inch Diameter Sanitary Sewer, by open-cut	LF	62		

Item No.	Spec Ref.	Base Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
PAVING						
60	02221	Removing and Disposing of Concrete Pavements (including all thicknesses, w/ or w/o asphalt, including base & subgrade, w/ or w/o curb, all depths)	SY	2,475		
61	02221	Remove and Dispose Concrete Curb	LF	70		
61A	02771	6" Concrete Curb	LF	70		
62	02336	Lime Stabilized Subgrade, 8-inch thick	SY	2,723		
63	02336	Lime for Lime Stabilized Subgrade (DRY WEIGHT)	TON	72		
64	02741	Temporary Asphalt Concrete Pavement for Detour/Roadway and Shoulder	SY	245		
65	02751	Reinforced Concrete Pavement 8-inch thick	SY	2,475		
66	02752	Street Pavement Expansion Joint with Load Transfer	LF	140		
67	02752	Horizontal Dowel, 24-inch	EA	1,000		

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**C. EXTRA UNIT PRICE TABLE:**

Item No.	Spec Ref.	Extra Unit Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total in figures
68	01270	Demobilization/ Remobilization	EA	1	\$10,000.00 <sup>(2)</sup>	\$10,000.00 <sup>(2)</sup>
69	02317	6" Over excavate Trench Bottom	LF	2,875	\$15.00 <sup>(2)</sup>	\$43,125.00 <sup>(2)</sup>
70	02318	Excavation Around Obstructions	CY	400	\$15.00 <sup>(2)</sup>	\$6,000.00 <sup>(2)</sup>
71	02318	Extra Hand Excavation	CY	300	\$20.00 <sup>(2)</sup>	\$6,000.00 <sup>(2)</sup>
72	02318	Extra Machine Excavation	CY	100	\$15.00 <sup>(2)</sup>	\$1,500.00 <sup>(2)</sup>
73	02318	Extra Placement of Backfill Material	CY	600	\$15.00 <sup>(2)</sup>	\$9,000.00 <sup>(2)</sup>
74	01270	Extra 84-inch Diameter Steel Closure Piece	EA	2	\$2,000.00 <sup>(2)</sup>	\$4,000.00 <sup>(2)</sup>
75	01270	Extra 84-inch Steel Water Line fittings in Place	EA	6	\$4,000.00 <sup>(2)</sup>	\$24,000.00 <sup>(2)</sup>
<b><u>TOTAL EXTRA UNIT PRICES</u></b>						<b>\$ 103,625.00<sup>(2)</sup></b>

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**D. CASH ALLOWANCE TABLE:**

Item No.	Spec Ref.	Cash Allowance Short Title	Cash Allowance in figures (1)
76	01110	City of Galena Park Work Permit	\$35,000.00
77	01110	Harris County Public Infrastructure ROW Permit Fee	\$2,500.00
78	01110	Remove and Replace/Relocate Security Cables, Conductors, Conduits & Pull Boxes between STA 44+97 to STA 45+86	\$30,000.00
<b><u>TOTAL CASH ALLOWANCES</u></b>			<b>\$67,500.00</b>

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**E. ALTERNATES TABLE:**

Item No.	Spec Ref.	Alternate Short Title	Unit of Measure	Estimated Quantity	Unit Price (this column controls)	Total Price for Alternate in figures
		N/A				
<b><u>TOTAL ALTERNATES</u></b>						\$ _____

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**F. TOTAL PROPOSAL PRICE:**

(Add Totals for Items A., B., C., D., and E. above)

\$ \_\_\_\_\_

**2.0 SIGNATURES:** By signing this Document, I agree that I have received and reviewed all Addenda and considered all costs associated with the Addenda in calculating the Total Proposal Price.

**Proposer:**

\_\_\_\_\_  
(Print or type full name of your proprietorship, partnership, corporation, or joint venture.)

**\*\*By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Name:**

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_  
Title

**Address:**

\_\_\_\_\_  
(Mailing)

\_\_\_\_\_  
(Street, if different)

**Telephone and Fax Number:**

\_\_\_\_\_  
(Print or type numbers)

\* If Proposal is a joint venture, add additional Proposal Form signature sheets for each member of the joint venture.

\*\* Proposer certifies that the only person or parties interested in this offer as principals are those named above. Proposer has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

**Note:** This document constitutes a government record, as defined by § 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in § 37.10 of the Texas Penal Code.

**Footnotes for Tables B through E:**

- (1) Fixed Unit Price determined prior to Proposal. Cannot be adjusted by the Proposer.
- (2) Minimum Proposal Price determined prior to Proposal. Can be increased by the Proposer by crossing out the Minimum and noting revised price on the line above.
- (3) Maximum Proposal Price determined prior to Proposal. Can be decreased but not increased by Proposer by crossing out the Maximum and noting revised price on the line above. A Proposal that increases the Maximum Proposal Price may be found non-conforming and non-responsive.
- (4) Fixed Range Proposal Price determined prior to Proposal. Unit Price can be adjusted by Proposer to any amount within the range defined by crossing out prices noted and noting revised price on the line above.

**END OF DOCUMENT**



## Document 00010-CSP

## TABLE OF CONTENTS

NOTE: Bold capitalized Specification Sections are included in the City of Houston Department of Public Works and Engineering Standard Construction Specifications for Wastewater Collection Systems, Water Lines, Storm Drainage, Street Paving, and Traffic located here:

[http://documents.publicworks.houstontx.gov/document-center/cat\\_view/88-engineering-and-construction/92-specifications/208-division-02-16-standard-specifications.html](http://documents.publicworks.houstontx.gov/document-center/cat_view/88-engineering-and-construction/92-specifications/208-division-02-16-standard-specifications.html); and are

incorporated in Project Manuals by reference as if copied verbatim. Documents listed "for filing" are to be provided by Proposer and are not included in this Project Manual unless indicated for example only. The Document numbers and titles hold places for actual documents to be submitted by Contractor during Proposal, Post-Proposal, or Construction phase of the Project. Specification Sections marked with an asterisk (\*) are amended by a supplemental specification, printed on blue paper and placed in front of the Specification it amends. Documents in the 200, 300 and 400 series of Division 00, except for Document 00410B – Proposal Form, Part B, are not part of the Contract.

<u>Doc. No.</u>	<u>Document Title</u>	<u>Doc. Date</u>
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**INTRODUCTORY INFORMATION**

00010-CSP	Table of Contents .....	12-12-2014
00015	List of Drawings .....	09-16-2014

**PROPOSAL REQUIREMENTS****INSTRUCTIONS TO PROPOSERS**

00200-CSP	Instructions to Proposers .....	12-17-2013
00202-CSP	Proposal Organization and Selection Criteria .....	09-16-2014
00210-CSP	Supplementary Instructions to Proposers .....	12-17-2013
00220-CSP	Request for Proposal Information .....	11-26-2014

**INFORMATION AVAILABLE TO PROPOSERS**

00320-CSP	Geotechnical Information .....	12-17-2013
00340-CSP	Environmental Information .....	12-17-2013

**PROPOSAL FORMS AND SUPPLEMENTS**

00410-CSP	Proposal Form, Parts A & B .....	12-12-2014
00430-CSP	Proposer's Bond (For filing; Example Form) .....	12-17-2013
00450-CSP	Proposer's Statement of MWBE/PDBE/DBE/SBE Status .....	12-17-2013
00452	Contractor Submission List - Fair Campaign Ordinance .....	04-30-2004
00453-CSP	Proposer's Statement of Residency .....	12-17-2013
00454	Affidavit of Non-interest .....	02-01-2004
00455	Affidavit of Ownership or Control .....	09-04-2007
00457	Conflict of Interest Questionnaire .....	02-28-2006
00459	Contractor's Statement Regarding Previous Contracts Subject to EEO .....	02-01-2004

00010-CSP-1

12-12-2014

ADDENDUM NO. 2

<b>Doc. No.</b>	<b>Document Title</b>	<b>Doc. Date</b>
00460	(POP-1) Pay or Play Acknowledgement Form .....	07-03-2012
00470-CSP	Proposer's MWSBE Participation Plan.....	08-13-2014
00471-CSP	Pre-Proposal Good Faith Efforts .....	07-01-2013
00472-CSP	Proposer's MWSBE Goal Deviation Request.....	07-01-2013

**POST-PROPOSAL PROCEDURES**

00495-CSP	Post-Proposal Procedures.....	08-01-2013
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**CONTRACTING REQUIREMENTS****AGREEMENT**

00500	Form of Business .....	02-01-2004
00501	Resolution of Contractor.....	02-01-2010
00520-CSP	Agreement.....	08-13-2014
00570	Contractor's Revised MWSBE Participation Plan.....	08-01-2013
00571	Record of Post-Award Good Faith Efforts .....	08-01-2013
00572	Contractor's Request for MWSBE Plan Deviation.....	08-01-2013

**BONDS AND CERTIFICATES**

00600	List of Proposed Subcontractors and Suppliers .....	07-01-2013
00601	Drug Policy Compliance Agreement.....	02-01-2004
00602	Contractor's Drug Free Workplace Policy (For filing)	
00604	History of OSHA Actions and List of On-the-job Injuries .....	02-01-2004
00605	List of Safety Impact Positions .....	02-01-2004
00606	Contractor's Certification of No Safety Impact Positions .....	02-01-2004
00607	Certification Regarding Debarment, Suspension, and Other Responsibility Matters .....	02-01-2004
00610	Performance Bond .....	05-17-2005
00611	Statutory Payment Bond .....	05-17-2005
00612	One-year Maintenance Bond.....	05-17-2005
00613	One-year Surface Correction Bond .....	05-17-2005
00620	Affidavit of Insurance (with attached Certificates of Insurance) .....	02-01-2004
00622	Name and Qualifications of Proposed Superintendent (For filing)	
00624	Affidavit of Compliance with Affirmative Action Program.....	02-01-2004
00630	(POP-2) Certification of Compliance with Pay or Play Program .....	07-03-2012
00631	(POP-3) City of Houston Pay or Play Program – List of Subcontractors .....	07-03-2012
00633	Equal Employment Opportunity Certification By Material Suppliers.....	02-01-2010
00641	Contractor's Certification of Final Completion .....	02-01-2004
00642	Certification of Payment to Subcontractors and Suppliers .....	02-01-2004
00643	Estimate and Certificate for Payment, Unit Price Work.....	02-01-2004

00010-CSP-2

12-12-2014

ADDENDUM NO. 2



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END OF DOCUMENT

Document 00800-CSP

**SUPPLEMENTARY CONDITIONS**

The following Paragraphs amend and supplement the November 1, 2014 edition of General Conditions. Unaltered portions of General Conditions remain in effect.

**ARTICLE 1 - GENERAL PROVISIONS:**

1.1 **DEFINITIONS:** *Insert the following Paragraph 1.1.23, and reorder the remaining definitions accordingly.*

1.1.23 **Good Faith Efforts.** Steps taken to achieve an MBE, WBE, SBE, or PDBE goal or other requirements which, by their scope, intensity, and usefulness, demonstrate the proposer's responsiveness to fulfill the business opportunity objective, as well as the Contractor's responsibility to put forth measures to meet or exceed the MBE, WBE, SBE, or PDBE goal (Contract Goal). These steps apply from before a contract's award, through its duration, and after its conclusion, in the event the Contractor has been unsuccessful in meeting the Contract Goal. These efforts are required whether a Goal Oriented Contract or a Regulated Contract, as defined in the Office of Business Opportunity's Policy & Procedures Manual, available at <http://www.houstontx.gov/obo>.

**ARTICLE 3 - THE CONTRACTOR**

3.5 **LABOR:** *Insert the following Paragraphs, 3.5.3.1.1, 3.5.3.1.2 and 3.5.3.1.3.*

3.5.3.1.1 If the Original Contract Price is greater than One Million Dollars, Contractor shall make Good Faith Efforts to comply with the City ordinances regarding Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Persons with Disabilities Business Enterprises (PDBE) and Small Business Enterprise (SBE) participation goals which are as follows:

- .1 the MBE goal is   6   percent,
- .2 the WBE goal is   1   percent, and
- .3 the PDBE goal is   0   percent.

.4 The proposer may substitute SBE participation of no more than four percent of the MBE goal, the WBE goal, or portions of the MBE Goal and WBE Goal.

3.5.3.1.2 The MBE, WBE, PDBE, and SBE goals are specific to this Agreement. The Contractor shall make reasonable efforts to achieve these goals.

3.5.3.1.3 Failure by Contractor to comply with the goals for MBE, WBE, SBE, or PDBE is a material breach of the Agreement, which may result in termination of the Agreement, or such other remedy permitted as the City deems appropriate.

#### ARTICLE 8 - TIME

8.1 *PROGRESS AND COMPLETION: Add the following Paragraph 8.1.6.1.*

8.1.6.1 Contractor shall credit the City by Change Order for inspection services for overtime work or work performed on Sundays or Legal Holidays. The amount Contractor credits the City will be \$50.00 per hour per inspector for inspection services.

#### ARTICLE 9 - PAYMENTS AND COMPLETION

9.12 *LIQUIDATED DAMAGES: Insert the following Paragraph 9.12.1.1.*

9.12.1.1 The amount of liquidated damages payable by Contractor or Surety for each and every day of delay beyond Contract Time, are \$1,200.00 per day.

#### ARTICLE 11 - INSURANCE AND BONDS

11.2 *INSURANCE TO BE PROVIDED BY CONTRACTOR: Insert the following Paragraph 11.2.1.2.*

11.2.1.2 Contractor shall purchase for the duration of the Contract the insurance set out in Table 2 in addition to the minimum insurance coverage set out in section 11.2.1.



TABLE 2  
ADDITIONAL REQUIRED COVERAGE  
DEFENSE COSTS EXCLUDED FROM FACE AMOUNT OF POLICY.

<u>(Coverage)</u>	<u>(Limit of Liability)</u>
.1 Property and Casualty Coverage: "All Causes of Loss" Builder's Risk Form for directing physical change to building or plant construction on the Work site and/or all land improvements including all work. (Including but not limited to earthquake, flood, boiler, and machinery including testing, damage to existing or adjoining property, time element coverage, collapse, soft costs (management, architecture, financial costs, pre-opening costs, etc.), transit coverage, off-site storage).	100% of Contract Price, including change orders

11.5 **MAINTENANCE BONDS:** *Insert the following Paragraph 11.5.2.*

11.5.2 One-year Surface Correction Bond: Contractor shall provide, on the City standard form, an additional One-Year Bond in an amount equal to four percent of the Original Contract Price or cost of repair. Bond shall provide for Contractor's correction, replacement, or restoration of backfill or subsurface and surface work not in accordance with the Contract, within one year from the date the One-Year Maintenance Bond has expired.

END OF DOCUMENT

**WAGE SCALE AND PAYROLL REQUIREMENTS  
FOR ENGINEERING CONSTRUCTION**

**Wage Scale Requirements**

- 1.1 Contractor and its Subcontractors must pay the general prevailing wage rates for building construction for each craft or type of worker or mechanic employed in the execution of any building construction or repair under the Contract in accordance with Chapter 2258 of the Texas Government Code and City of Houston, Texas Ordinance Nos. 85-2070, 2000-1114, 2001-152, 2006-91 and 2006-168, and 2009-247 all as amended from time to time. City Council has determined the prevailing wage rate in the locality in which the work is being performed, which is set forth in Exhibit "A".
- 1.2 This prevailing wage rate does not prohibit the payment of more than the rates stated.
- 1.3 In bidding, Contractor warrants and represents that it has carefully examined the classifications for each craft or type of worker needed to execute the Contract and determined that such classifications in Exhibit "A" include all necessary categories to perform the work under the Contract.
- 1.4 The wage scale for engineering construction is to be applied to all site work greater than 5 feet from an exterior wall of new building under construction or from an exterior wall of an existing building.
- 1.5 If Contractor believes that an additional classification for a particular craft or type of worker is necessary to perform work under the Contract, it must submit with its bid a request to the Contract Compliance Division of the Mayor's Office Of Business Opportunity ("OBO") to use an additional labor classification not listed in Exhibit "A" and specify the proposed new classification. OBO shall determine whether a proposed classification is already covered in Exhibit "A", and, if it is, specify which classification is appropriate. OBO's decision is conclusive. If OBO decides that a new classification is necessary, it will determine the appropriate prevailing wage rate for any resurveyed, amended, new, or additional craft or type of worker not covered by Exhibit "A". Such determination must be decided in accordance with procedures established by OBO, and in compliance with Chapter 2258 of the Texas Government Code and City of Houston, Texas Ordinance Nos. 85-2070, 2000-1114, 2001-152, 2006-91, 2006-168 and 2009-247 subject to City Council approval.
- 1.6 Contractor must not use any labor classification not covered by Exhibit "A" until such classification is established and approved for use by OBO.
- 1.7 A Contractor or Subcontractor who violates Chapter 2258 of the Texas Government Code must pay to the City, \$60 per each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates set forth in Exhibit "A".



**CITY OF HOUSTON  
STANDARD DOCUMENT**

**WAGE SCALE AND PAYROLL REQUIREMENTS  
FOR ENGINEERING CONSTRUCTION**

- 1.8 The City may withhold money required to be withheld under Chapter 2258 of the Texas Government Code from the final payment to Contractor or earlier payments if City Council makes a determination that there is good cause to believe that Contractor has not complied with these provisions and Chapter 2258 of the Government Code, in which case the City may withhold the money at any time subsequent to the finding by City Council.
- 1.9 Contractor and Subcontractors must keep records specifying:
- (1) the name and classification of each worker employed under the Contract; and
  - (2) the actual per diem wages paid to each worker, and the applicable hourly rate.
- The records must be open at all reasonable hours for inspection by the officers and agents of the City.
- 1.10 The hourly cost of salary for non-exempt workers for labor in excess of 40 hours per worker per week, shall be calculated at 1.5 times the worker's base pay, plus 1.0 times fringe benefits, for the applicable craft and level.

**Certified Payroll Requirements**

- 2.1 Employees are paid weekly and payrolls are submitted weekly using the City of Houston's electronic payroll submission module, unless the prime Contractor has been instructed to do otherwise by the Office of Business Opportunity. When no work is done after a Contractor has started work, the Contractor is required to submit weekly compliance statement with no work performed. The payrolls must reflect the exact work and classification of the workers, the exact amount that they were paid. Workers must be paid the contracted amount (prevailing wage rates.) The Contractor will be penalized \$60.00 a day for each employee who is underpaid per Texas Government Code 2258-023 for all contracts except Federally Funded Contract.
- 2.2 Payrolls must clearly indicate whether the worker worked inside or outside the building area.
- 2.3 Payrolls must be numbered and clearly marked: the first payroll as No. 1; etc. Payroll for the final week worked on the job should be marked "FINAL".
- 2.4 Payrolls must have "Week Ending" dates.
- 2.5 Payrolls must have employees' names, addresses, last four digits of the social security numbers, and job classifications. The job classifications must be the same as the classifications on the prevailing wage rate schedule.
- 2.6 A payroll deduction authorization form must be submitted for each employee for any deductions other than Federal and FICA taxes.
- 2.7 Employees must be paid overtime (time and a half) for all hours worked over 40 hours a week on both federally and City-funded contracts.



- 2.8 The Contractor has the responsibility to comply with all Internal Revenue Service rules and regulations. Contractors who submit certified payrolls with owner operators (truckers) must submit a signed tax liability statement from each worker acknowledging the worker's responsibility for payment of Federal Income Tax and FICA.
- 2.9 If the Contractor wants to use the apprentice wage rates for an employee, the apprenticeship certificates must be submitted to the Office of Business Opportunity in advance of the employee working on the project and appearing on the payroll.
- 2.10 A poster of the Prevailing Wage Rate Schedule should be clearly displayed on each job site, or in case of annual service agreements, in the Contractor's office.
- 2.11 The Contractor shall submit the "Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees" (Exhibit "B") to the Monitoring Authority listed in Document 00495 prior to final execution of the contract.
- 2.12 During the course of the work, ALL Subcontractors shall submit the "Certificate from Subcontractor Appointing Officer or Employee to Supervise Payment of Employees" (Exhibit "C") to the Monitoring Authority listed in Document 00495.
- 2.13 Upon completion of the Project, as part of the contract-awarding department's total clearance process, the Office of Business Opportunity's Contract Compliance Section must review whether the Wage Rate and Payroll Requirements were met and report the results to the department.

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EXHIBIT "A"

LABOR CLASSIFICATIONS AND PREVAILING WAGE RATES  
FOR  
ENGINEERING CONSTRUCTION  
2014

CLASSIFICATION	RATE	CLASSIFICATION	RATE
Asphalt Distributor Operator	\$14.06	Milling Machine Operator - Fine Grade	\$13.53
Asphalt Paving Machine Operator	\$14.32	Mixer Operator	\$10.33
Asphalt Raker	\$12.36	Motor Grader Operator- Rough	\$14.23
Asphalt Shoveler	\$11.68	Motor Grader Operator	\$15.69
Broom or Sweeper Operator	\$12.68	Oiler	\$12.12
Bulldozer Operator	\$11.81	Painter-Structures	\$18.62
Carpenter- Rough	\$12.49	Pavement Marking Machine Operator	\$11.18
Concrete Finisher- Paving	\$12.98	Pile Driveman.	\$14.95
Concrete Finisher- Structures	\$12.98	Pipe Layer	\$12.12
Concrete Paving Curbing Machine Operator	\$11.71	Reinforcing Steel Setter - Paving	\$15.15
Concrete Paving Finishing Machine Operator	\$13.07	Reinforcing Steel Setter - Structure	\$14.39
Concrete Paving Joint Sealer Operator	\$11.00	Roller Operator, Pneumatic - Self-propelled	\$11.57
Concrete Paving Saw Operator	\$13.99	Roller Operator, Steel Wheel, Flat Wheel/Tamping	\$11.57
Concrete Paving Spreader Operator.	\$10.44	Roller Operator, Steel Wheel, Plant Mix Pavement	\$11.92
Concrete Rubber	\$9.00	Scraper Operator	\$13.47
Crane Clamshell Backhoe Derrick, Dragline, Shovel Operator	\$12.71	Servicer	\$13.97
Crusher and Screening Plant Operator	\$11.29	Sign Installer - PGM	\$8.54
Electrician * 3 Journeyman 2 Apprentice	\$27.11	Slip Form Machine Operator	\$11.07
Flagger	\$10.33	Spreader Box Operator	\$13.58
Form Builder/Setter- Structures	\$12.23	Structural Steel Worker	\$14.39
Form Liner- Paving and Curb	\$12.34	Tractor Operator - Crawler Type	\$13.68
Form Setter- Paving and Curb	\$12.34	Tractor Operator- Pneumatic	\$10.07
Foundation Drill Operator - Crawler Mounted	\$17.43	Transit Mixer Truck Driver	\$11.00
Foundation Drill Operator - Truck Mounted	\$15.89	Truck Driver, Lowboy-float	\$16.03
Front Loader Operator	\$13.32	Truck Driver, Single-Axle - Heavy	\$11.46
Laborer Common	\$11.02	Truck Driver, Single-Axle - Light	\$11.48
Laborer- Utility	\$11.73	Truck Driver, Tandem Axle Semi-Trailer	\$12.27
Manhole Builder	\$9.00	Work Zone Barricade Servicer	\$11.67
Mechanic	\$16.96	Welders - Receive rate prescribed for craft performing operation to which welding is incidental	
* Apprentices- must be in an approved USDOL Program and cannot exceed ratios			



**Engineering Prevailing Wages  
Classification Definitions**

**Asphalt Distributor Operator**

Drives distributor truck, sets spray bars and operates valves and levers to control distribution of bituminous material for highway surfacing. May oil, grease or otherwise service and make adjustments to equipment as needed. Performs other related duties.

**Asphalt Paving Machine Operator**

Operates paving machine that spreads and levels asphaltic concrete on highway subgrade. Controls movement of machine, raises and lowers screed, regulates width of screed. May, oil, grease, service and make adjustments to equipment as needed. Performs other related duties.

**Asphalt Raker**

Distributes asphaltic materials evenly over road surface by raking and brushing material to correct thickness; directs Laborers when to add or take away material to fill low spots or to reduce high spots. Performs other related duties.

**Asphalt Shoveler**

A general term used on construction work covering many unskilled classifications requiring work of a physical nature. A laborer works with all crews doing everything from pick and shovel work to cleaning up lumber with hammer, shoveling and placing concrete, uses air tools, cleans concrete joints and fills joints with sealing compound from bucket or with hose and nozzle from a central source, applies coating of oil to inside face of forms, may help set and strip forms, unloads and transports reinforcing steel, cures newly poured concrete, helps lower pipe into ditch for pipelayers, builds fences, works with dirt crew keeping construction layout stakes out of the way of dirt moving equipment.

**Broom or Sweeper Operator**

Operates a self-propelled machine to sweep and clean roadway surfaces. May oil grease, service and make adjustments to equipment as needed. Performs other related duties.

**Bulldozer Operator**

Operates a crawler tractor with a bulldozer mounted in front of chassis to level, distribute and push earth or other material. May operate a ripper attachment to break up rock or other hard material. May use a push block on front of tractor to push load scrapers. May oil grease, or otherwise service and make minor repairs to equipment as needed. Performs other related duties.

**Carpenter, Rough**

Works from plans to build, assemble, fit together, align, plum, and set in place forms for molding concrete structures. Forms may be wood, steel, aluminum, fiberglass or any other type of material. Checks form while concrete is placed. May install miscellaneous materials integral to concrete structures. May set precast concrete elements. Prepares for slipforming traffic rail and median barrier. May install permanent metal deck forms. May work with power tools Performs other related duties.

**Concrete Finisher, Paving**

Finishes the exposed surfaces of fresh concrete paving, median barrier and every element of concrete structures to the final grade and contour structures to the final grade and contour with the use of straight edges and steel trowels. Operates bridge deck finishing machine. Finishes concrete curbs and gutters. Finishes exposed surface of concrete after forms have been removed by patching imperfections with fresh concrete, rubbing surface with abrasive stone, and directing others in removing excess or defective concrete with power tools. Performs other related duties.

**Concrete Finisher, Structures**

A worker semi-skilled in concrete finishing who assists Concrete finisher by performing specific or general duties of lesser skill and keeping Concrete Finisher supplied with materials, tools, and supplies; cleaning working area an equipment; and holding materials and tools. Performs other related duties.

**Concrete Paving Curbing Machine Operator**

Operates self - propelled machine(s) which may or may not travel on concrete paving forms, spreading and leveling fresh concrete to grade by use of augers and screeds. May oil, grease or otherwise service and make adjustments to equipment as necessary. Performs other related duties.



**Concrete Paving Finishing Machine Operator**

Operates self - propelled machine(s) which may or may not travel on concrete paving forms, spreading and leveling fresh concrete to grade by use of augers and screeds. May oil, grease or otherwise service and make adjustments to equipment as necessary. Performs other related duties.

**Concrete Paving Joint Sealer Operator**

Cleans and seals joints requiring a hot or cold sealing compound in concrete paving, sidewalks, driveway and approach slabs. May oil, grease or make necessary repairs adjustments to equipment as needed. Performs other related duties.

**Concrete Paving Saw Operator**

Operates a water-cooled power saw with either or an abrasive blade to saw expansion and contraction joints in concrete paving. May also be used to saw asphaltic pavements. May oil grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Concrete Paving Spreader Operator**

Operates self - propelled machine(s) which may or may not travel on concrete paving forms, spreading and leveling fresh concrete to grade by use of augers and screeds. May oil, grease or otherwise service and make adjustments to equipment as necessary. Performs other related duties.

**Concrete Rubber**

Finishes the exposed surface of concrete masonry after the forms have been removed by patching holes and broken corners with fresh concrete, rubbing surface with abrasive stone to remove rough spots, and removing high spots and defective concrete with hand chisel and hammer or pneumatic chisel and powered abrasive stone. Performs other related duties.

**Crane, Clamshell, Backhoe, Derrick, Dragline, Shovel Operator**

A worker who operates a lattice boom type crane can hoist and move materials, raise and lower heavy weights and perform other related operations. May be crawler type or rubber tired. May include placement of rock riprap, clamshell, dragline, pipe and pile driving operations. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Crusher and Screed Plant Operator**

Operates a crusher or screening plant through which rock is run to break it into crushed stone for construction or to control flow of materials not needed. May include minor repairs and may service and make necessary adjustments to equipment as needed. Performs other related duties.

**Electrician \*3 Journeyman 2 Apprentice**

Plans and directs the layout of metal electrical conduit, installs wiring systems, switch-panels, buss bars, works on overhead distribution systems and underground distribution systems. Performs other related duties.

**Flagger**

A worker who directs traffic in or around a construction site. May use signs or devices to direct traffic. May help assemble, position and clean devices or equipment used to direct traffic. Must be able to effectively communicate with the public. May require certain level of training by TXDOT specifications. Performs other related duties.

**Form Builder/Setter, Structures**

Fits together, aligns and sets to grade metal and wooden forms for placement of concrete. Forms may be wood, steel, aluminum, fiberglass or any other type of material. Checks forms while concrete is placed. May install miscellaneous materials integral to concrete structures. May set precast concrete elements. Prepares for slipforming traffic rail and median barrier. May install permanent metal deck forms. May work with power tools. Performs other related duties.

**Form Liner, Paving & Curb**

Fits together, panels align and sets to grade metal and wooden forms for placement of concrete. Works with survey crew to set stringline for panels or moles. Performs other related duties.



**Form Setter, Paving & Curb**

Fits together, align and set to grade metal and wooden forms for placement of concrete paving and curbs. Works with survey crew to set stringline for paving, curb and gutter curb. Performs other related duties.

**Foundation Drill Operator, Crawler Mounted**

Operates a hole-drilling machine that is crawler mounted. May include geotechnical operations such as soils nails, rock nails, tiebacks, anchors and jet grouting. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Foundation Drill Operator, Truck Mounted**

Operates a hole drilling machine that is mounted on the rear of a rubber tired vehicle or truck. May include soils nails, rock nails, tiebacks, anchors and jet grouting. Drive truck from location to location or may have laborer who drives truck. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Front End Loader Operator**

Operates a rubber tired, skid steer or crawler type tractor with an attached scoop type bucket on front end. Machine is used to load materials from stockpiles, excavation, charging batch plants, loading and unloading trucks. May be used with attachments in lieu of the bucket. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Laborer, Common**

A general term used on construction work covering many unskilled classifications requiring work of a physical nature. A laborer works with all crews doing everything from pick and shovel work to cleaning up lumber with hammer, shoveling and placing concrete, uses air tools, cleans concrete joints and fills joints with sealing compound from bucket or with hose and nozzle from a central source, applies coating of oil to inside face of forms, may help set and strip forms, unloads and transports reinforcing steel, cures newly poured concrete, helps lower pipe into ditch for pipelayers, builds fences, works with dirt crew keeping construction layout stakes out of the way of dirt moving equipment.

**Laborer, Utility**

Performs a variety of manual duties, usually working in a utility capacity by working on multiple projects and tasks where demands require workmen with varied experience and ability to work without close direction. Unloads and transports reinforcing steel. May occasionally place and tie reinforcing steel. Directs common laborers in pouring concrete. Erects shoring and bracing. Assists in installation of pipe. Installs, operate and maintains dewatering systems. May assist equipment operators in positioning machines, verifying grades and signaling operators. Directs truck drivers and scraper operators to dumping positions to maintain grades as directed. Uses power tools and air tools. May work as lead man in a labor crew. His performance of a wide variety of construction jobs distinguishes him from a helper assigned to a specific craft. Installs and maintains erosion control. Is more or less a general utility construction worker. May be second step in learning a skill, and may later become a helper in a specific classification. Performs other related duties.

**Manhole Builder**

Constructs a means of permanent access to water and sewer lines for maintenance purposes. This work consists of laying brick or concrete slab at bottom of ditch up to an approximate grade line near the surface of the ground. Brick or block is normally laid to form a nearly circular manhole. Brick or block is laid in by eyesight and is normally to a plumb line. Chipped or culled brick can be used quite often is. No effort may be made to keep mortar off the face of the brick and joints are not pointed. May apply coating of concrete to interior and exterior surface. Performs other related duties.

**Mechanic**

Assembles, set up, adjusts and maintains and repairs all types of construction equipment and trucks. He may perform the duties of a welder in repair of equipment. Performs other related duties.

**Milling Machine Operator, Fine Grade**

Operates a power-driven milling machine that planes material of the roadbed and discharges the material into a hauling unit or a windrow. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Mixer Operator**

Performs a variety of manual duties, usually working in a utility capacity by working on multiple projects and tasks where demands require workmen with varied experience and ability to work without close direction. Unloads and transports reinforcing steel. May occasionally place and tie reinforcing steel. Directs common



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laborers in pouring concrete. Erects shoring and bracing. Assists in installation of pipe. Installs, operate and maintains dewatering systems. May assist equipment operators in positioning machines, verifying grades and signaling operators. Directs truck drivers and scraper operators to dumping positions to maintain grades as directed. Uses power tools and air tools. May work as lead man in a labor crew. His performance of a wide variety of construction jobs distinguishes him from a helper assigned to a specific craft. Installs and maintains erosion control. Is more or less a general utility construction worker. May be second step in learning a skill, and may later become a helper in a specific classification. Performs other related duties.

**Motor Grader Operator, Rough**

Operates a motor grader. Equipment is used to grade excavation and embankment and to lay asphalt, base and other materials. May blade haul roads and do other general motor grader work, but does not perform finish grade work to close specification tolerances. This operator may be a learner in the first phase of learning the skills of motor grader work. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Motor Grader Operator**

Operates a motor grader. Equipment is used to grade excavation and embankment and to lay asphalt, base and other materials. May blade haul roads and do other general motor grader work, but does not perform finish grade work to close specification tolerances. This operator may be a learner in the first phase of learning the skills of motor grader work. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Oiler**

A learner or semi-skilled worker who under the direction of the watch engineer. May oil and grease or otherwise service all engines and necessary equipment as needed. He may clean and paint engine room as needed. Performs other related duties.

**Painter, Structures**

Paints and stains structural steel and concrete surfaces of bridges, retaining walls, or other structures. Directs cleaning and abrasive blasting of surfaces prior to painting or staining. Performs other related duties.

**Pavement Marking Machine Operator**

Operates machine used in laying paint stripes or markers on all types of paving. Loads machine with appropriate materials and may walk or ride on machine. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Piledriverman**

Sets in place, aligns, plumbs directs driving of timber, concrete, steel, pipe and any other type of piling. Sets, drives and pulls steel, concrete and other types of sheet piling. Rigs pile and leads and bracing. Signals operator. Splices piles before and after driving. Directs pile cutoff. May direct jetting or drilling equipment in connection with installing piles to grade. Performs other related duties.

**Pipelayer**

Installs concrete, clay, steel, ductile iron, plastic, corrugated pipe and any other type of pipe for storm drainage, water lines, gas lines and sanitary sewer lines. Lays underground communication and electrical ducts. May install and set electrical ground boxes, hand holes, manholes, inlets and other structures. Caulks joints, make threaded and flanged connections. Installs valves and other accessories. Performs other related duties.

**Reinforcing Steel Setter, Paving**

Works from plans to lay out and install reinforcing steel within forms or in mats of concrete paving. May direct unloading of material. Determines rigging required to complete work. Gives direction to reinforcing steel worker (helper) or common or utility laborers. May install miscellaneous materials integral to concrete structure or paving. May work with power tools. Performs other related duties.

**Reinforcing Steel Setter, Structure**

Works from plans to lay out and install reinforcing steel within forms or in mats of concrete paving. May direct unloading of material. Determines rigging required to complete work. Gives direction to reinforcing steel worker (helper) or common or utility laborers. May install miscellaneous materials integral to concrete structure or paving. May work with power tools. Performs other related duties.



**Roller Operator, Pneumatic, Self-Propelled**

Operates a self-propelled machine with either steel wheels pneumatic tires, which is used to compact and smooth all bituminous materials. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Roller Operator, Steel Wheel, Flat Wheel/Tamping**

Operates a self-propelled machine with either steel wheels or pneumatic tires which is used to compact earth fills, subgrade, flexible base and all other types of materials except bituminous. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Roller Operator, Steel Wheel, Plant Mix Pavement**

Operates a self-propelled machine with either steel wheels pneumatic tires, which is used to compact and smooth all bituminous materials. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Scraper Operator**

Operates a self-contained wheeled tractor scraper both self loading or assisted by crawler tractors or other scrapers. Used to excavate and transport earth or other materials. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Servicer**

Drives a truck, which carries various fuels, oils, greases and filters. Must have knowledge of and is responsible for the correct oiling and greasing and changing of filters on equipment according to the manufacturers' specifications. Uses compressed air grease guns, wrenches and other tools. May make adjustments to clutches, brakes and other mechanical items. Keeps record of service preventive maintenance records. May have laborer assisting him. May require CDL if driving truck on public highways. Performs other related duties.

**Sign Installer (PGM)**

Sets forms, reinforcing steel, anchor bolts and pours concrete for Sign foundations. Fabricates and erects pipe and angle Frameworks by bolting, welding or other means prior to installation of signs that are normally prefabricated. Works from plans in location and drilling holes for proper location and alignment of signs. May direct hoisting of signs into place. Fastens signs to framework by bolting and other means. Locates and sets lighting brackets. May perform other work associated with signing projects. Supervises sign erector helper. Performs other related duties.

**Slip Form Machine Operator**

Cleans and seals joints requiring a hot or cold sealing compound in concrete paving, sidewalks, driveway and approach slabs. May oil, grease or make necessary repairs adjustments to equipment as needed. Performs other related duties.

**Spreader Box operator**

Operates spreader box by adjusting hopper and strike off blade so that the gravel, stone or other material may be spread to a specific depth on road surface during seal coat and surface treatment operations. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

**Structural Steel Worker**

Works from plans to lay out and install reinforcing steel within forms or in mats of concrete paving. May direct unloading of material. Determines rigging required to complete work. Gives direction to reinforcing steel worker (helper) or common or utility laborers. May install miscellaneous materials integral to concrete structure or paving. May work with power tools. Performs other related duties.

**Tractor operator, Crawler Type**

Operates a crawler tractor with a bulldozer mounted in front of chassis to level, distribute and push earth or other material. May operate a ripper attachment to break up rock or other hard material. May use a push block on front of tractor to push load scrapers. May oil grease, or otherwise service and make minor repairs to equipment as needed. Performs other related duties.

**Tractor Operator, Pneumatic**

Operates a gasoline or diesel powered agricultural tractor that tows compaction rollers, plow, disc, water tanks, scrapers and other similar operations. May use other miscellaneous attachments. May oil, grease or otherwise service and make necessary adjustments to equipment as needed. Performs other related duties.

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**Traveling Mixer Operator**

Drives a gasoline or diesel truck upon which is mounted a concrete mixer. Operates concrete mixer and dumps concrete on the grade, into forms or into concrete pumps or buckets. Cleans mixer drum. May require CDL license for on highway use. May service and make necessary adjustments for proper operation of equipment. Performs other related duties.

**Truck driver, lowboy-Float**

Drives a heavy-duty diesel powered truck to which is attached a trailer upon which heavy equipment is hauled. Driver is often required to operate heavy equipment to load or unload the lowboy. May require CDL license for on highway use. May service and make necessary adjustments for proper operation of equipment. Performs other related duties.

**Truck driver, Single Axle, Heavy**

Drive a light capacity truck for transporting loads of construction material. The truck is of single rear axle type, may have various kinds of beds attached, such as dump, flat bed, tank, etc. May require CDL license for driving on highway. May services and make necessary adjustments for proper operation equipment. Performs other related duties.

**Truck driver, Single Axle-Light**

Drive a light capacity truck for transporting loads of construction material. The truck is of single rear axle type, may have various kinds of beds attached, such as dump, flat bed, tank, etc. May require CDL license for driving on highway. May service and make necessary adjustments for proper operation equipment. Performs other related duties.

**Truck Driver, Tandem Axle, Semi-Trailer**

Drives a diesel-powered tractor pulling a semi trailer hauling materials. Hauls dirt, rock, aggregates or other material. May require CDL license for driving on highway. May service and make necessary adjustments for proper operation of equipment. Performs other related duties.

**Work Zone Barricade Servicer.**

Fabricates, erects and maintains temporary traffic control devices, including arrow boards, signs, barricades, channelizing devices, barrels and all message boards. May operate a truck during traffic control operations.

**WELDERS** - Receives rate for craft being performed to which welding is incidental.



EXHIBIT "B"

CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR EMPLOYEE  
TO SUPERVISE PAYMENT OF EMPLOYEES

Project Name \_\_\_\_\_

\_\_\_\_\_

Project WBS#: \_\_\_\_\_ Date \_\_\_\_\_

(I) (We) hereby certify that (I am) (we are) the **Prime Contractor** for \_\_\_\_\_

\_\_\_\_\_

(specify type of job)

in connection with construction of the above-mentioned Project, and that (I) (we) have appointed \_\_\_\_\_, whose signature appears below, to supervise the payment of (my) (our) employees beginning \_\_\_\_\_, 20\_\_\_\_; that he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the Copeland Act and the City of Houston, which he/she is to execute with (my) (our) full authority and approval until such time as (I) (we) submit to the City of Houston a new certificate appointing some other person for the purposes hereinabove stated.

\_\_\_\_\_  
(Identifying Signature of Appointee)

\_\_\_\_\_  
Phone:

Witness/Attest:

\_\_\_\_\_  
(Name of Firm or Corporation)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act and the City of Houston.



EXHIBIT "C"

CERTIFICATE FROM SUBCONTRACTOR APPOINTING OFFICER OR EMPLOYEE  
TO SUPERVISE PAYMENT OF EMPLOYEES

Project Name \_\_\_\_\_

\_\_\_\_\_

Project WBS#: \_\_\_\_\_ Date \_\_\_\_\_

(I) (We) hereby certify that (I am) (we are) the **Sub-Contractor** for \_\_\_\_\_

\_\_\_\_\_

(specify type of job)

in connection with construction of the above-mentioned Project, and that (I) (we) have appointed \_\_\_\_\_, whose signature appears below, to supervise the payment of (my) (our) employees beginning \_\_\_\_\_, 20\_\_\_\_; that he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the Copeland Act and the City of Houston, which he/she is to execute with (my) (our) full authority and approval until such time as (I) (we) submit to the City of Houston a new certificate appointing some other person for the purposes hereinabove stated.

\_\_\_\_\_  
(Identifying Signature of Appointee)

\_\_\_\_\_  
Phone:

Witness/Attest:

\_\_\_\_\_  
(Name of Firm or Corporation)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act and the City of Houston.

END OF DOCUMENT

00820-12  
02-01-2014

Document 00821

**WAGE SCALE AND PAYROLL REQUIREMENTS  
FOR BUILDING CONSTRUCTION**

**Wage Scale Requirements**

- 1.1 Contractor and its Subcontractors must pay the general prevailing wage rates for building construction for each craft or type of worker or mechanic employed in the execution of any building construction or repair under the Contract in accordance with Chapter 2258 of the Texas Government Code and City of Houston, Texas Ordinance Nos. 85-2070, 2000-1114, 2001-152, 2006-91 and 2006-168, and 2009-247 all as amended from time to time. City Council has determined the prevailing wage rate in the locality in which the work is being performed, which is set forth in Exhibit "A".
- 1.2 This prevailing wage rate does not prohibit the payment of more than the rates stated.
- 1.3 In bidding, Contractor warrants and represents that it has carefully examined the classifications for each craft or type of worker needed to execute the Contract and determined that such classifications in Exhibit "A" include all necessary categories to perform the work under the Contract.
- 1.4 The wage scale for building construction is to be applied to work on a building including an area within 5 feet of the exterior wall.
- 1.5 If Contractor believes that an additional classification for a particular craft or type of worker is necessary to perform work under the Contract, it must submit with its bid a request to the Contract Compliance Division of the Mayor's Office of Business Opportunity ("OBO") to use an additional labor classification not listed in Exhibit "A" and specify the proposed new classification. OBO shall determine whether a proposed classification is already covered in Exhibit "A", and, if it is, specify which classification is appropriate. OBO's decision is conclusive. If OBO decides that a new classification is necessary, it will determine the appropriate prevailing wage rate for any resurveyed, amended, new, or additional craft or type of worker not covered by Exhibit "A". Such determination must be decided in accordance with procedures established by OBO, and in compliance with Chapter 2258 of the Texas Government Code and City of Houston, Texas Ordinance Nos. 85-2070, 2000-1114, 2001-152, 2006-91, 2006-168, and 2009-247 subject to City Council approval.
- 1.6 Contractor must not use any labor classification not covered by Exhibit "A" until such classification is established and approved for use by OBO.
- 1.7 A Contractor or Subcontractor who violates Chapter 2258 of the Texas Government Code must pay to the City, \$60 per each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates set forth in Exhibit



"A".

1.8 The City may withhold money required to be withheld under Chapter 2258 of the Texas Government Code from the final payment to Contractor or earlier payments if City Council makes a determination that there is good cause to believe that Contractor has not complied with these provisions and Chapter 2258 of the Government Code, in which case the City may withhold the money at any time subsequent to the finding by City Council.

1.9 Contractor and Subcontractors must keep records specifying:

- (1) the name and classification of each worker employed under the Contract; and
- (2) the actual per diem wages paid to each worker, and the applicable hourly rate.

The records must be open at all reasonable hours for inspection by the officers and agents of the City.

1.10 The hourly cost of salary for non-exempt workers for labor in excess of 40 hours per worker per week, shall be calculated at 1.5 times the worker's base pay, plus 1.0 times fringe benefits, for the applicable craft and level.

### **Certified Payroll Requirements**

2.1 Employees are paid weekly and payrolls are submitted weekly using the City of Houston's electronic payroll submission module, unless the prime Contractor has been instructed to do otherwise by the Office of Business Opportunity. When no work is done after a Contractor has started work, the Contractor is required to submit weekly compliance statement with no work performed. The payrolls must reflect the exact work and classification of the workers, the exact amount that they were paid. Workers must be paid the contracted amount (prevailing wage rates.) The Contractor will be penalized \$60.00 a day for each employee who is underpaid per Texas Government Code 2258-023 for all contracts except Federally Funded Contract.

2.2 Payrolls must clearly indicate whether the worker worked inside or outside the building area when both wage rates are applicable to the project.

2.3 Payrolls must be numbered and clearly marked: the first payroll as No. 1; etc. Payroll for the final week worked on the job should be marked "FINAL".

2.4 Payrolls must have "Week Ending" dates.

2.5 Payrolls must have employees' names, addresses, last four digits of the social security numbers, and job classifications. The job classifications must be the same as the classifications on the prevailing wage rate schedule.



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- 2.6 A payroll deduction authorization form must be submitted for each employee for any deductions other than Federal and FICA taxes and court ordered child support.
- 2.7 Employees must be paid overtime (time and a half) for all hours worked over 40 hours a week on both federally and City-funded contracts.
- 2.8 The Contractor has the responsibility to comply with all Internal Revenue Service rules and regulations. Contractors who submit certified payrolls with owner operators (truckers) must submit a signed tax liability statement from each worker acknowledging the worker's responsibility for payment of Federal Income Tax and FICA.
- 2.9 If the Contractor wants to use the apprentice wage rates for an employee, the apprenticeship certificates must be submitted to the Office of Business Opportunity in advance of the employee working on the project and appearing on the payroll.
- 2.10 A poster of the Prevailing Wage Rate Schedule should be clearly displayed on each job site, or in case of annual service agreements, in the Contractor's office.
- 2.11 The Contractor shall submit the "Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees" (Exhibit "B") to the Monitoring Authority listed in Document 00495 prior to final execution of the contract.
- 2.12 During the course of the work, Subcontractors shall submit the "Certificate from Subcontractor Appointing Officer or Employee to Supervise Payment of Employees" (Exhibit "C") to the Monitoring Authority listed in Document 00495.
- 2.13 Upon completion of the Project, as part of the contract-awarding department's total clearance process, the Office of Business Opportunity's Contract Compliance Section must review whether the Wage Rate and Payroll Requirements were met and report the results to the department.

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EXHIBIT "A"

CITY OF HOUSTON, TEXAS  
LABOR CLASSIFICATIONS AND PREVAILING WAGE RATES FOR  
BUILDING CONSTRUCTION 2014

Worker Classification	Ratio	Base Rate	Fringe Benefit	Wage Total
Asbestos Worker/Insulator *	Ratio 1/1 - Apprentice	\$20.41	\$9.55	\$29.96
Asbestos Abatement Worker (ceilings, walls, floors only)	Ratio 1/3 - Helpers \$9.10	\$14.00	\$0.00	\$14.00
Boilermaker *	Ratio 5/1 - Apprentice	\$22.71	\$20.63	\$43.34
Brick Layer * (see Mason Tender Brick)	Ratio 1/3 - Apprentice	\$18.00	\$0.00	\$18.00
Carpenter * (including acoustical ceiling work)	Ratio 2/1 - Apprentice	\$21.23	\$7.87	\$29.10
Cement Mason/Concrete Finisher *	Ratio 1/3 - Apprentice	\$12.83	\$0.00	\$12.83

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Drywall Finisher/Taper *	Ratio 1/3 - Helpers \$8.54	\$12.13	\$1.01	\$13.14
Drywall Hanger, * incl. metal studs installation	Ratio 1/3 - Helpers \$9.46	\$12.96	\$1.59	\$14.55
Electrician *	Ratio 3/2 - Apprentice	\$27.65	\$7.70	\$35.35
Elevator Mechanic *	Ratio 1/1 - Apprentice	\$37.54	\$25.18	\$62.72
Formbuilder/Formsetter *	Ratio 1/3 - Helpers \$7.67	\$11.82	\$0.00	\$11.82
Glazier *	Ratio 1/3 - Helper \$11.51	\$14.92	\$2.78	\$17.70
Insulator * (Batt and Foam)	Ratio 1/3 - Helper \$6.50	\$10.00	\$0.00	\$10.00
Ironworker *(Reinforcing)	Ratio 1/3 - Helper \$7.83	\$12.06	\$0.00	\$12.06
Ironworker *(Structural)	Ratio 1/3 - Helper \$10.19	\$15.68	\$0.00	\$15.68
Lather *	Ratio 1/3 - Helper \$13.38	\$16.90	\$3.61	\$20.51
Painter * (Brush, Roller, and Spray)	Ratio 1/3 - Helper \$7.42	\$11.17	\$0.00	\$11.17
Pipe Fitter *(HVAC Pipe only)	Ratio 1/1 - Apprentice	\$29.63	\$10.16	\$39.79
Pipe Fitter *(Excluding HVAC)	Ratio 1/3 - Apprentice \$12.40	\$19.20	\$8.23	\$27.43
Plasterer *	Ratio 1/3 - Apprentice	\$19.42	\$1.00	\$20.42
Plumber *	Ratio 3/2 - Apprentice	\$30.29	\$9.50	\$39.79
Roofer *	Ratio 1/3 - Helper \$7.85	\$11.51	\$0.57	\$12.08
Sheet Metal Worker *(incl. HVAC duct and system install.)	Ratio 2/1 - Apprentice	\$25.37	\$7.99	\$33.36
Sprinkler Fitter *(Fire sprinklers)	Ratio 1/1 - Apprentice	\$26.36	\$16.62	\$42.98
Tile Finisher *	Ratio 1/3 - Helper \$8.08	\$12.00	\$0.43	\$12.43
Tile Setter *	Ratio 1/3 - Helper \$10.91	\$15.70	\$1.09	\$16.79
Truck Driver		\$10.78	\$1.57	\$12.35
<b>Laborers:</b>				
Common Laborer		\$9.29	\$0.00	\$9.29
Mason Tender (Brick)		\$10.13	\$0.00	\$10.13
Mason Tender (Cement)		\$9.86	\$0.00	\$9.86
Pipe Layer		\$12.35	\$0.00	\$12.35
Plaster Tender (Plasterer's helper)		\$12.90	\$2.51	\$15.41



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<b>Power Equipment Operator:</b>				
Asphalt Paver		\$13.50	\$0.25	\$13.75
Backhoe – Power Equipment Operator		\$12.54	\$0.00	\$12.54
Crane – Power Equipment Operator		\$17.95	\$3.56	\$21.51
Forklift – Power Equipment Operator		\$15.46	\$5.15	\$20.61
Slab and Wall Saw – Power Equipment Operator		\$15.54	\$3.83	\$19.37
Welders - Receive rate prescribed for craft performing operation in which welding is incidental				
* When Apprentices are shown, Helpers cannot be utilized				



**Building Construction Prevailing Wages  
Classification Definitions**

**Asbestos Worker/Insulator \* - Ratio 1/1 Apprentice**

(Including application of all insulating materials, protective coverings, coatings and finishing to all type of mechanical systems). Applies insulating material to exposed surfaces of structures, such as air ducts, hot and cold pipes, storage tanks, and cold storage rooms. Reads blueprints and selects required insulation material (in sheet, tubular, or roll form), such as fiberglass, foam rubber, styrofoam, cork, or urethane, based on material's heat retaining or excluding characteristics. Brushes adhesives on or attaches metal adhesive-backed pins to flat surfaces as necessary to facilitate application of insulation material. Measures and cuts insulation material to specified size and shape for covering flat or round surfaces, using tape measure, knife, or scissors. Fits, wraps, or attaches required insulation material around or to structure, following blueprint specifications. Covers or seals insulation with preformed plastic covers, canvas strips, sealant, or tape to secure insulation to structure, according to type of insulation used and structure covered, using staple gun, trowel, paintbrush, or caulking gun.

**Asbestos Abatement Worker \* (Ceilings, Floors, & Walls only) Ratio 1/3 Apprentice**

Removes asbestos from ceilings, walls, beams, boilers, and other structures, following hazardous waste handling guidelines. Assembles scaffolding and seals off work area, using plastic sheeting and duct tape. Positions mobile decontamination unit or portable showers at entrance of work area. Builds connecting walkway between mobile unit or portable showers and work area, using hand tools, lumber, nails, plastic sheeting, and duct tape. Positions portable air evacuation and filtration system inside work area. Sprays chemical solution over asbestos covered surfaces, using tank with attached hose and nozzle, to soften asbestos. Cuts and scrapes asbestos from surfaces, using knife and scraper. Shovels asbestos into plastic disposal bags and seals bags, using duct tape. Cleans work area of loose asbestos, using vacuum, broom, and dustpan. Places asbestos in disposal bags and seals bags, using duct tape. Dismantles scaffolding and temporary walkway, using hand tools, and places plastic sheeting and disposal bags into transport bags. Seals bags, using duct tape, and loads bags into truck.

**Boilermaker \* - Ratio 5/1 Apprentice**

Assembles, analyzes defects in, and repairs boilers, pressure vessels, tanks, and vats in field, following blueprints and using hand tools and portable power tools and equipment. Locates and marks reference points for columns or plates on foundation, using master straightedge, squares, transit, and measuring tape, and applying knowledge of geometry. Attaches rigging or signals crane operator to lift parts to specified position. Aligns structures or plate sections to assemble boiler frame, tanks, or vats, using plumb bobs, levels, wedges, dogs, or turnbuckles. Hammers, flame cuts, files, or grinds irregular edges of sections or structural parts to facilitate fitting edges together. Bolts or arc-welds structures and sections together. Positions drums and headers into supports and bolts or welds supports to frame. Aligns water tubes and connects and expands ends to drums and headers, using tube expander. Bells, beads with power hammer, or welds tube ends to ensure leak proof joints. Bolts or welds casing sections, uptakes, stacks, baffles, and such fabricated parts as chutes, air heaters, fan stands, feeding tube, catwalks, ladders, coal hoppers, and safety hatch to frame, using wrench. Installs manholes, hand holes, valves, gauges, and feed water connection in drums to complete assembly of water tube boilers. Assists in testing assembled vessels by pumping water or gas under specified pressure into vessel and observing instruments for evidence of leakage. Repairs boilers or tanks in field by unbolting or flame cutting defective sections or tubes, straightening plates, using torch or jacks, installing new tubes, fitting and welding new sections and replacing worn lugs on bolts. May rivet and caulk sections of vessels, using pneumatic riveting and caulking hammers.

**Bricklayer \* (See Mason Tender) - Ratio 1/3 Apprentice**



Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Measures distance from reference points and marks guidelines on working surface to lay out work. Spreads soft bed (layer) of mortar that serves as base and binder for block, using trowel. Applies mortar to end of block and positions block in mortar bed. Taps block with trowel to level, align, and embed in mortar, allowing specified thickness of joint. Removes excess mortar from face of block, using trowel. Finishes mortar between brick with pointing tool or trowel. Breaks bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer. Determines vertical and horizontal alignment of courses, using plumb bob, gauge line (tightly stretched cord), and level. Fastens brick or terra cotta veneer to face of structures, with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick. May weld metal parts to steel structural members. May apply plaster to walls and ceiling, using trowel, to complete repair work.

**Carpenter \*** (Including Acoustical Ceiling Work) - Ratio 2/1 Apprentice

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes. Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated. Selects specified type of lumber or other materials. Prepares layout, using rule, framing square, and calipers. Marks cutting and assembly lines on materials, using pencil, chalk, and marking gauge. Shapes materials to prescribed measurements, using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and lays subflooring. Builds stairs and lays out and installs partitions and cabinetwork. Covers sub floor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to sub floor or cementing them to mastic or asphalt base. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates. Constructs forms and chutes for pouring concrete. Erects scaffolding and ladders for assembling structures above ground level. May weld metal parts to steel structural members.

**Cement Mason/Concrete Finisher \*** (See Concrete Mason/Concrete Finisher) - Ratio 1/3 Apprentice

Finisher; concrete floater. Smoothens and finishes surfaces of poured concrete floors, walls, sidewalks, or curbs to specified textures, using hand tools or power tools, including floats, trowels, and screeds. Signals concrete deliverer to position truck to facilitate pouring concrete. Moves discharge chute of truck to direct concrete into forms. Spreads concrete into inaccessible sections of forms, using rake or shovel. Levels concrete to specified depth and workable consistency, using hand held screed and floats to bring water to surface and produce soft topping. Smoothens and shapes surfaces of freshly poured concrete, using straightedge and float or power screed. Finishes concrete surfaces, using power trowel, or wets and rubs concrete with abrasive stone to impart finish. Removes rough or defective spots from concrete surfaces, using power grinder or chisel and hammer, and patches holes with fresh concrete or epoxy compound. Molds expansion joints and edges, using edging tools, jointers, and straightedge. May sprinkle colored stone chips, powdered steel, or coloring powder on concrete to produce prescribed finish. May produce rough concrete surface, using broom. May mix cement, using hoe or concrete-mixing machine. May direct sub grade work, mixing of concrete, and setting of forms.

**Drywall Finisher/Taper** - Ratio 1/3 Helpers

Wallboard and plasterboard; sheetrock taper; taper and bedder; taper and floater. Seals joints between plasterboard or other wallboards to prepare wall surface for painting or papering. Mixes sealing compound by hand or with portable electric mixer, and spreads compound over joints between boards, using trowel, broad knife, or spatula. Presses paper tape over joint to embed tape into compound and seal joint, or tapes joint, using mechanical applicator that spreads compound and embeds tape in one operation. Spreads and smooths cementing material over tape, using trowel or floating machine to blend joint with wall surface. Sands rough spots after cement has dried. Fills cracks and holes in walls and ceiling with sealing compound. Installs metal molding at



corners in lieu of sealant and tape. Usually works as member of crew. May apply texturing compound and primer to walls and ceiling preparatory to final finishing, using brushes, roller, or spray gun. May countersink nails or screws below surface of wall prior to applying sealing compound, using hammer or screwdriver.

**Drywall Hanger** (Includes Installing Metal Studs) - Ratio 1/3 Helpers

Dry-wall installer, gypsum dry-wall systems installer. Plans gypsum drywall installations, erects metal framing and furring channels for fastening drywall, and installs drywall to cover walls, ceilings, soffits, shafts, and movable partitions in residential, commercial, and industrial buildings. Reads blueprints and other specifications to determine method of installation, work procedures, and material, tool, and work aid requirements. Lays out reference lines and points for use in computing location and position of metal framing and furring channels and marks position for erecting metalwork, using chalk line. Measures, marks, and cuts metal runners, studs, and furring channels to specified size, using tape measure, straightedge and hand and portable power cutting tools. Secures metal framing to walls and furring channels to ceilings, using hand and portable power tools. Measures and marks cutting lines on drywall, using square, tape measure, and marking devices. Scribes cutting lines on drywall, using straightedge and utility knife and breaks board along cut lines. Fits and fastens board into specified position on wall, using screws, hand tools, portable power tools, or adhesive. Cuts openings into board for electrical outlets, vents, or fixtures, using keyhole saw or other cutting tools. Measures, cuts, assembles, and installs metal framing and decorative trim for windows, doorways, and vents. Fits, aligns, and hangs doors and installs hardware, such as locks and kick plates

**Electrician \*** (Including Pulling Wire and Low Voltage Wiring and Installation of Fire Alarms, Security Systems, Telephones, and Computers.) - Ratio 3/2 Apprentice

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.

**Elevator Mechanic \*** - Ratio 1/1 Apprentice

*FOOTNOTES: a. - Employer contributes 8% of basic hourly rate for over 5 years' service and 6% of basic hourly rate for 6 months to 5 years' service as Vacation Pay Credit. Paid Holidays: New Year's Day; Memorial Day; Independence Day Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day*

Erector; elevator installer; elevator mechanic Assembles and installs electric and hydraulic freight and passenger elevators, escalators, and dumbwaiters, determining layout and electrical connections from blueprints. Studies blueprints and lays out location of framework, counterbalance rails, motor pump, cylinder, and plunger foundations. Drills holes in concrete or structural steel members with portable electric drill. Secures anchor bolts or welds brackets to support rails and framework, and verifies alignment with plumb bob and level. Cuts prefabricated sections of framework, rails, and other elevator components to specified dimensions, using acetylene torch, power saw, and disk grinder. Installs cables, counterweights, pumps, motor foundations, escalator drives, guide rails, elevator cars, and control panels, using hand tools. Connects electrical wiring to control panels and electric motors. Installs safety and control devices. Positions electric motor and equipment on top of elevator shaft, using hoists and cable slings.



**Formbuilder/Formsetter** - Ratio 1/3 Helpers

Constructs built-in-place or prefabricated wooden forms, according to specifications, for molding concrete structures. Studies blueprints and diagrams to determine type and dimension of forms to be constructed. Saws lumber to blueprint dimensions, using handsaw or power saw, and nails lumber together to make form panels. Erects built-in-place forms or assembles and installs prefabricated forms on construction site according to blueprint specifications, using hand tools, plumb rule, and level. Inserts spreaders and tie rods between opposite faces of form to maintain specified dimensions. Anchors and braces forms to fixed objects, using nails, bolts, anchor rods, steel cables, planks, and timbers.

**Glazier** - Ratio 1/3 Helpers

Installs glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. Marks outline or pattern on glass, and cuts glass, using glasscutter. Breaks off excess glass by hand or with notched tool. Fastens glass panes into wood sash with glaziers points, and spreads and smoothens putty around edge of panes with knife to seal joints. Installs mirrors or structural glass on building fronts, walls, ceilings, or tables, using mastic, screws, or decorative molding. Bolts metal hinges, handles, locks, and other hardware to prefabricated glass doors. Sets glass doors into frame and fits hinges. May install metal window and doorframes into which glass panels are to be fitted. May press plastic adhesive film to glass or spray glass with tinting solution to prevent light glare. May install stained glass windows.

**Insulator (Batt and Foam)** - Ratio 1/3 Helpers

Applies batt and form insulation to walls, ceilings and other surfaces according to manufacturers specifications and blue print instructions. May use sealants such as cement plaster or asphalt compound to seal insulation; may spread concrete over floor slabs to form wearing floor; brushes adhesives, cuts insulating materials to specified shape to cover surfaces; uses tape or other sealants to adhere insulation to surfaces. May use staple gun, towel, paintbrushes and caulking guns.

**Ironworker (Reinforcing)** - Ratio 1/3 Helpers

Positions and secures steel bars in concrete forms to reinforce concrete; places rods in forms, spacing and fastening together with wire and pliers. Cuts bars using hacksaw, bar cutters or acetylene torch. Bends steel rods with hand tools or rod bending machine; reinforces concrete with wire mesh; welds reinforcing bars together.

**Ironworker (Structural)** - Ratio 1/3 Helpers

Erector; ironworker; steel erector; structural-iron erector; structural-iron worker; structural steel erector. Performs any combination of following duties to raise, place, and unite girders, columns, and other structural-steel members to form completed structures or structure frameworks, working as member of crew. Sets up hoisting equipment for raising and placing structural-steel members. Fastens steel members to cable of hoist, using chain, cable, or rope. Signals worker operating hoisting equipment to lift and place steel member. Guides member, using tag line (rope) or rides on member in order to guide it into position. Pulls, pushes, or pries steel members into approximate position while member is supported by hoisting device. Forces members into final position, using turnbuckles, crowbars, jacks, and hand tools. Aligns rivet holes in member with corresponding holes in previously placed member by driving drift pins or handle of wrench through holes. Verifies vertical and horizontal alignment of members, using plumb bob and level.

**Lather** - Ratio 1/3 Helpers

Fastens wooden, metal, or rockboard lath to walls, ceilings, and partitions of buildings to provide supporting base for plaster, fireproofing, or acoustical material, using hand tools and portable power tools. Erects horizontal metal framework to which laths are fastened, using nails, bolts, and studgun. Drills holes in floor and ceiling, using portable electric tool, and drives ends of wooden or metal studs into holes to provide anchor for furring or rockboard lath. Wires horizontal strips to furring to stiffen framework. Cuts lath to fit openings and projections, using hand tools or portable power tools. Wires, nails, clips, or staples lath to framework, ceiling joists, and flat concrete surfaces. Bends metal lath to fit corners, or attaches preformed corner reinforcements. Wires plasterer's channels to overhead structural framework to provide support for plaster or acoustical ceiling tile.



**Painter (Brush, Roller, and Spray) - Ratio 1/3 Helpers**

Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures. Reads work order or receives instructions from supervisor or homeowner regarding painting. Smoothens surfaces, using sandpaper, brushes, or steel wool, and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Selects premixed paints, or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Removes fixtures, such as pictures and electric switchcovers, from walls prior to painting, using screwdriver. Spreads dropcloths over floors and room furnishings, and covers surfaces, such as baseboards, doorframes, and windows with masking tape and paper to protect surfaces during painting. Paints surfaces, using brushes, spray gun, or paint rollers. Simulates wood grain, marble, brick, or tile effects. Applies paint with cloth, brush, sponge, or fingers to create special effects. Erects scaffolding or sets up ladders to perform tasks above ground level.

**Pipe fitter \* (HVAC Pipe Only) - Ratio 1/3 Apprentice**

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints. Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks. May weld pipe supports to structural steel members. May observe production machines in assigned area of manufacturing facility to detect machinery malfunctions. May operate machinery to verify repair. May modify programs of automated machinery, such as robots and conveyors, to change motion and speed of machine, using teach pendant, control panel, or keyboard and display screen of robot controller and programmable controller. May be designated Steam Fitter (construction) when installing piping systems that must withstand high pressure.

**Pipe Fitter \* (Excluding HVAC) – Ratio 1/1 See Journeyman / Apprentice schedule**

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints. Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe-threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors,



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pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks.

**Plasterer \* See Plaster Tender - Ratio 1/3 Apprentice**

Applies coats of plaster to interior walls, ceilings, and partitions of buildings, to produce finished surface, according to blueprints, architect's drawings, or oral instructions, using hand tools and portable power tools. Directs workers to mix plaster to desired consistency and to erect scaffolds. Spreads plaster over lath or masonry base, using trowel, and smoothes plaster with darby and float to attain uniform thickness. Applies scratch, brown, or finish coats of plaster to wood, metal, or board lath successively. Roughens undercoat with scratcher (wire or metal scraper) to provide bond for succeeding coats of plaster.

**Plumber \* (Excluding HVAC Pipe) - Ratio 3/2 Apprentice**

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

**Roofer - Ratio 1/3 Helpers**

Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to waterproof roofs. Cuts roofing paper to size, using knife, and nails or staples it to roof in overlapping strips to form base for roofing materials. Installs gutters and downspouts. Aligns roofing material with edge of roof, and overlaps successive layers, gauging distance of overlap with chalkline, gauge on shingling hatchet, or by lines on shingles. Fastens composition shingles or sheets to roof with asphalt, cement, or nails. Punches holes in slate, tile, terra cotta, or wooden shingles, using punch and hammer. Cuts strips of flashing and fits them into angles formed by walls, vents, and intersecting roof surfaces. When applying asphalt or tar and gravel to roof, mops or pours hot asphalt or tar onto roof base. Applies alternate layers of hot asphalt or tar and roofing paper until roof covering is as specified. Applies gravel or pebbles over top layer, using rake or stiff bristled broom.

**Sheet metal worker \* Ratio 2/1 Apprentice (Including Setting HVAC System)(Excluding HVAC Duct) Ratio 3/1 Apprentice**

Fabricates, assembles, installs and repairs sheet metal products, including sheet metal roof (also see Roofer). Operates soldering and welding equipment to join together sheet metal parts. Seals seams and joints with sealant. Installs roof sheets, trims, flashing, gutters downspouts and other related items. Performs other related duties.

**Sprinkler Fitter (Fire) \* - Ratio 1/1 Apprentice**

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints. Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness.



Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe-threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks. May weld pipe supports to structural steel members. May observe production machines in assigned area of manufacturing facility to detect machinery malfunctions. May operate machinery to verify repair. May modify programs of automated machinery, such as robots and conveyors, to change motion and speed of machine, using teach pendant, control panel, or keyboard and display screen of robot controller and programmable controller.

**Tile Finisher - Ratio 1/3 Helpers**

Supplies and mixes construction materials for TILE SETTER (construction) 861.381-054, applies grout, and cleans installed tile. Moves tiles, tile setting tools, and work devices from storage area to installation site manually or using wheelbarrow. Mixes mortar and grout according to standard formulas and request from TILE SETTER (construction), using bucket, water hose, spatula, and portable mixer. Supplies TILE SETTER (construction) with mortar, using wheelbarrow and shovel. Applies grout between joints of installed tile, using grouting trowel. Removes excess grout from tile joints with wet sponge and scrapes corners and crevices with trowel. Wipes surface of tile after grout has set to remove grout residue and polish tile, using nonabrasive materials. Cleans installation site, mixing and storage areas, and installation machines, tools, and equipment, using water and various cleaning tools. Stores tile setting materials, machines, tools, and equipment. May apply caulk, sealers, acid, steam, or related agents to caulk, seal, or clean installed tile, using various application devices and equipment. May modify mixing, grouting, grinding, and cleaning procedures according to type of installation or material used. May assist TILE SETTER (construction) to position and secure metal lath, wire mesh, or felt paper prior to installation of tile. May cut marked tiles to size, using power saw or tile cutter.

**Tile Setter - Ratio 1/3 Helpers**

Applies tile to walls, floors, ceilings, and promenade roof decks, following design specifications. Examines blueprints, measures and marks surfaces to be covered, and lays out work. Measures and cuts metal lath to size for walls and ceilings with tin snips. Tacks lath to wall and ceiling surfaces with staple gun or hammer. Spreads plaster base over lath with trowel and levels plaster to specified thickness, using screed. Spreads concrete on sub floor, with trowel and levels it with screed. Spreads mastic or other adhesive base on roof deck, using serrated spreader to form base for promenade tile. Cuts and shapes tile with tile cutters and biters. Positions tile and taps it with trowel handle to affix tile to plaster or adhesive base.

**Truck Driver**

Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Drives truck to destination, applying knowledge of commercial driving regulations and area roads. Prepares receipts for load picked up. Collects payment for goods delivered and for delivery charges. May maintain truck log, according to state and federal regulations. May maintain telephone or radio contact with supervisor to receive delivery instructions. May load and unload truck. May inspect truck equipment and supplies, such as tires, lights, brakes, gas, oil, and water. May perform emergency roadside repairs, such as changing tires, installing light bulbs, tire chains, and spark plugs. May position blocks and tie rope around items to secure cargo during transit.

**Laborers**

**Common Laborer**

Performs any combination of the following tasks in erecting, repairing and wrecking buildings; dig, spread and level dirt and gravel; lift carry and hold building materials, tools and supplies; clean tools, equipment, materials and work areas; mix, pour and spread concrete, asphalt, gravel and other materials; join, wrap and seal sections of pipe; routine non-machine tasks such as removing forms from set concrete, filling expansion joints with asphalt, and placing culverts in trench. May also signal construction equipment operators; measure distances from grade stakes, drive stakes and stretch lines; bolt, nail align and block up under forms; mix and finish poured concrete, erect scaffolding; spread paint or coating to seal surfaces; caulking compounds to seal surfaces; remove projections from concrete, and mount pipe hangers.

**Mason Tender Brick (Bricklayer's Helper)**

**Mason Tender Cement (Concrete Mason's / Concrete Finisher's Helper)**

**Pipe layer**

Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints.

**Plaster Tender (Plaster's Helper)**

Tends machine that pumps plaster or stucco through spraygun for application to ceilings, walls, and partitions of buildings. Starts and stops machine on signals from PLASTERER (construction). Fills hopper of machine with plaster. Turns valves to regulate pump and compressor. Assists in erecting scaffolds.

**Power Equipment Operator:**

**Asphalt Paver (operator)**

Operator, bituminous-paving-machine operator; blacktop-paver operator; blacktop spreader; mechanical-spreader operator; paving-machine operator, asphalt or bituminous. Operates machine that spreads and levels hot-mix bituminous paving material on sub grade of highways and streets. Bolts extensions to screed to adjust width, using wrenches. Lights burners to heat screed. Starts engine and controls paving machine to push dump truck and maintain constant flow of asphalt into hopper. Observes distribution of paving material along screed and controls direction of screed to eliminate voids at curbs and joints. Turns valves to regulate temperature of asphalt flowing from hopper when asphalt begins to harden on screed.

**Backhoe (operator)**

Operates power-driven machine, equipped with movable shovel, to excavate or move coal, dirt, rock, sand, and other materials. Receives written or oral instructions from supervisor regarding material to move or excavate. Pushes levers and depresses pedals to move machine, to lower and push shovel into stockpiled material, to lower and dig shovel into surface of ground, and to lift, swing, and dump contents of shovel into truck, car, or onto conveyor, hopper, or stockpile. Observes markings on ground, hand signals, or grade stakes to remove material, when operating machine at excavation site.

**Crane (operator)**

Operates electric-, diesel-, gasoline-, or steam-powered guy-derrick or stiff-leg derrick (mast supported by fixed legs or tripod), to move products, equipment, or materials to and from quarries, storage areas, and processes, or to load and unload trucks or railroad cars. Pushes and pulls levers and depresses pedals to raise, lower, and rotate boom and to raise and lower load line in response to signals.

**Forklift (operator)**

Drives gasoline-, liquefied gas-, or electric-powered industrial truck equipped with lifting devices,



**CITY OF HOUSTON  
STANDARD DOCUMENT**

**WAGE SCALE AND PAYROLL REQUIREMENTS  
FOR BUILDING CONSTRUCTION**

such as forklift, boom, scoop, lift beam and swivel-hook, fork-grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, storage yard, or factory. Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials or hooks tow trucks to trailer hitch, and transports load to designated area. Unloads and stacks material by raising and lowering lifting device.

**Slab & Wall Saw (operator):**

**Apprentices**

Apprentices may be used in any of the crafts listed above where noted, if they are currently certified in a program recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, providing the proper ratio between journeyman and apprentice is observed. Apprentice certification certificates must be supplied with the first weekly payroll upon which the apprentice's name appears.

**Helper (65% of the journeyman classification)**

(Must not exceed 3 helpers to 1 journeyman)

A Helper is a semi-skilled worker (rather than a skilled journeyman) who works under the direction of and assists a journeyman. Under the journeyman's direction and supervision, the helper performs a variety of duties to assist the journeyman such as preparing, carrying, and furnishing equipment, supplies and maintaining them in order; cleaning and preparing work areas; lifting, positioning, and holding materials or tools; and other related semi-skilled tasks as directed by the journeyman. A helper may use the tools of the trade at and under the direction of the journeyman. The particular duties performed by a helper vary according to area practice. The journeyman must work in close proximity to the location of the helpers work area. The helpers wage rate shall be calculated at no less than 65% of the prevailing wage for that journeyman's classification.

Helper who assists more than one journeyman craft should be listed with the notation indicating each journeyman craft classification they assist.

**WELDERS** - Receive rate prescribed for craft performing operation to which welding is incidental.

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**Pipe fitters \* Apprentice Schedule (Excluding HVAC Pipe)**

Journeyman	Indentured Apprentice	Apprentice Applicant	Total
1	1	0	1 to 1
3	2	1	3 to 3
5	3	2	5 to 5
8	4	3	8 to 7
12	5	4	12 to 9
16	6	5	16 to 11
20	7	6	20 to 13
25	8	7	25 to 15
30	9	8	30 to 17
40	10	9	40 to 19
50	11	10	50 to 21

NOTE: Continue after 50 Journeyman — ONE (1) Indentured Apprentice and one (1) Apprentice Applicant for every ten (10) Journeyman

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**\* When Apprentices are shown, Helpers cannot be utilized**

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If there are questions as to the classification of a worker, contact the Contract Compliance Officer in writing with a description of the work the worker will be performing. After review the Contract Compliance Officer will respond in writing with the classification and wage rate to be paid the worker in question.

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EXHIBIT "B"

CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR  
EMPLOYEE TO SUPERVISE PAYMENT OF EMPLOYEES

Project Name: \_\_\_\_\_

\_\_\_\_\_

Project WBS#: \_\_\_\_\_ Date \_\_\_\_\_

(I) (We) hereby certify that (I am) (we are) the **Prime Contractor** for \_\_\_\_\_

\_\_\_\_\_

(specify type of job)

in connection with construction of the above-mentioned Project, and that (I) (we) have appointed \_\_\_\_\_, whose signature appears below, to supervise the payment of (my) (our) employees beginning \_\_\_\_\_, 20\_\_\_\_; that he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the Copeland Act and the City of Houston, which he/she is to execute with (my) (our) full authority and approval until such time as (I) (we) submit to the City of Houston a new certificate appointing some other person for the purposes hereinabove stated.

\_\_\_\_\_  
(Identifying Signature of Appointee)

\_\_\_\_\_  
Phone Number

Witness/Attest:

\_\_\_\_\_  
(Name of Firm or Corporation)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act and the City of Houston.

EXHIBIT "C"

CERTIFICATE FROM SUBCONTRACTOR APPOINTING OFFICER OR EMPLOYEE  
TO SUPERVISE PAYMENT OF EMPLOYEES

Project Name: \_\_\_\_\_

\_\_\_\_\_

Project WBS#: \_\_\_\_\_ Date \_\_\_\_\_

(I) (We) hereby certify that (I am) (we are) the **Sub- Contractor** for \_\_\_\_\_

\_\_\_\_\_ (specify type of job)  
in connection with construction of the above-mentioned Project, and that (I) (we) have  
appointed \_\_\_\_\_, whose signature appears below, to  
supervise the payment of (my) (our) employees beginning \_\_\_\_\_, 20\_\_\_\_;  
that he/she is in a position to have full knowledge of the facts set forth in the payroll  
documents and in the statement of compliance required by the Copeland Act and the City  
of Houston, which he/she is to execute with (my) (our) full authority and approval until such  
time as (I) (we) submit to the City of Houston a new certificate appointing some other  
person for the purposes hereinabove stated.

\_\_\_\_\_  
(Identifying Signature of Appointee)

\_\_\_\_\_  
Phone Number

Witness/Attest:

\_\_\_\_\_  
(Name of Firm or Corporation)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act and the City of Houston.

END OF DOCUMENT

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02-01-2014